

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department.



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001 by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 20 March 2020 at 16h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Candidates are required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST

- POST 09/12** : **ADMINISTRATOR: TRAINING SUPPORT REF NO: NSG04/2020**
- SALARY** : R173 703 per annum (Level 05) plus competitive benefits cost to company).
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate grade 12 or equivalent. 0 – 1 years' experience in providing operational administrative support. Knowledge: Understanding of the public sector. Understand the PFMA prescripts, SAQA, NQF, PAJA and HRD trends. Knowledge of organisational financial management systems, training management systems and procurement processes. Office management. Knowledge of the training cycle. An understanding of requirements of accredited training programmes. Practical knowledge of MS Office. Competencies/ skills: Basic computer literacy skills. Problem solving skills as well as the ability to provide solutions to logistical problems. Planning and organizing skills, Good communication skills. Good client relations and interpersonal skills. Ability to advise learners on course selections. Apply basic understanding of government protocol. Personal Attributes: Accurate, attention to detail, dynamic and independent, flexible, willing to learn, ability to meet deadlines, honest with a strong work ethic, responsible and reliable.
- DUTIES** : Receive and escalate queries from departmental coordinators and learners (content specific queries such as selection of courses in related training programme). Render administrative support during review meeting and updating of course material in the Stream. Training data capturing for all training courses. Draft and prepare submissions and other documents in support of the Supervisor as part of training implementation. Provide administrative and logistical support which includes amongst others for special training events and seminars. Make arrangements included but not limited to sending out invites, venues, rsvp, parking and catering; this will include close liaison with Supply Chain Management and Finance. Perform clerical duties related to training activities including, but not limited to copying, faxing, mailing (including emailing and hard copy) and filing. Post-course / training administration. Monitor submission of summative assessments/portfolios of evidence. Provide administrative support for pilot and trainer workshops (venue, catering, etc.) in liaison with Supply Chain Management and Finance. Solicit nominations for special projects, funded and mandatory training by

liaising with provincial HRD coordinators and internal stakeholders. Administer and coordinate project activities related to training within the streams. Compile, transcribe and distribute minutes of stakeholder meetings related to training. Maintain records in relation to curriculum materials as prescribed. Record keeping on updated training material of the stream. Facilitate the printing and packaging of learner materials for pilots and Trainer workshops. Update and maintain the shared folder of the Directorate. Communicate with internal and external stakeholders with regard to uptake of training programmes, courses, and workshops. Follow up and track progress of paid but not yet trained sessions. Update statistics on weekly basis for reporting. Keep up to date client engagement schedules and appointments for the Directorate.

ENQUIRIES

: Mr N Mthombeni Tel No: (012) 441-6820
In connection with the applications kindly contact Mr Thabo Ngwenya (012) 441 6108 or Mr Mpho Mugodo, Tel No: (012) 441-6017